# **The Remittance Advice**

# Understanding Claim(s) Status

#### This chapter shows how to:

- Obtain the Agency Remittance Advice (RA).
- Determine what claims were paid.
- Determine if any claims were denied.
- Review adjustment reason and remark codes (Explanation of Benefit codes) to research denied claims.
- Understand the payment and RA cycle.
- Review claims in process.

The RA provides providers with the information needed to check the status of the claims. Providers can apply payments to the client accounts from the "Claim Paid" section(s).

#### Why Is Reconciling the Remittance Advice (RA) Important?

The Health Care Authority (the Agency) makes payments to providers weekly. The Agency always pays on Monday each week and claim submission cutoff in the payment system is Tuesday at 6 p.m.\* to make payment the following Monday for a "clean" claim. Clean claims are claims that have all of the required data elements and do not conflict with Agency program policies. Clean claims submitted after cutoff will be paid the following payment cycle of the following Monday. The Agency sends out the RA weekly through a variety of methods and it is always following Monday's payment cycle.

\*Note: Claims may arrive in the payment system before 6 p.m. on Tuesday, but not be processed until after the cut off time. These claims will miss the next Monday payment and be paid the following payment cycle of the following Monday.

The RA is broken down into key elements:

- RA Newsletter
- RA Summary
- Paid Claims
- Denied Claims
- Claims In Process
- Adjustment Claims

Each key section may be split into multiple parts that could include "paid claims -physician claims" and "paid claims - Medicare crossover claims" located on different pages. Be sure to look for possible multiple sections when reconciling the RA.

### **Disclaimer**

A contract, known as the Core Provider Agreement, governs the relationship between the Agency and providers. The Core Provider Agreement's terms and conditions incorporate federal laws, rules and regulations, state law, the Agency rules and regulations, and the Agency program policies, numbered memoranda, and billing instructions, including this Guide. Providers must submit a claim in accordance with the Agency rules, policies, numbered memoranda, and billing instructions in effect at the time they provided the service.

# The Key Steps

- 1. Retrieve Remittance Advice
- 2. Review Updates and Key Messages
- 3. Review Summary
- 4. Review Paid Claims
- 5. Review and Research Denied Claims
- 6. Review Adjusted Claims
- 7. Review In Process Claims
- 8. Review the EOB Codes



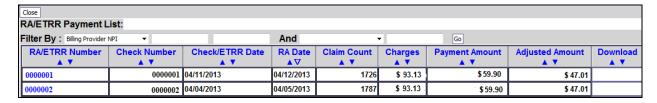
# 1. Retrieve Remittance Advice

### Why?

There are several ways to obtain the Remittance Advice (RA). Providers will want to select the method that bests suits their business needs.

#### How

- The methods are:
  - PDF file
  - Electronic 835
- Retrieve the RA via the ProviderOne Portal
  - Log in to ProviderOne
  - Choose the EXT Provider Claims/Payment Status Checker or EXT Provider Super User profile
  - Select "View Payment" (RHCs and FQHCs select "View Capitation Payment" to view enhancement/Managed Care RAs)
  - The segment below will be displayed.
  - Click on the RA/ETRR Number in the first column to review a PDF of the RA. ProviderOne will hold 4 years of RAs generated in ProviderOne.



### **Pitfalls**

■ Failing to use the correct user profile. This may result in not being able to retrieve the RA in ProviderOne.



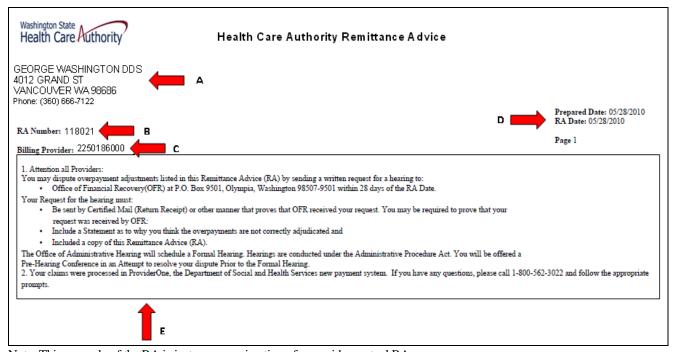
# 2. Review Updates and Key Messages

#### Why

The Agency uses the RA "newsletter" to communicate changes and new information. Taking the time to review this section will ensure current important Medical Assistance changes and messages will be seen.

#### How

View the first page of the RA.



Note: This example of the RA is just an approximation of a providers actual RA.

- A. Provider demographic information.
- B. The number assigned to the RA.
- C. The NPI provider number used in billing the Agency.
- D. The payment date and the date this RA was prepared.
- E. The main body of this RA page is our newsletter with important provider update information (sometimes specific to certain provider groups).

Every effort has been made to ensure this guide's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and an Agency rule, the Agency rule controls.

NOTE: Providers can call the IVR to check their warrant (check) amount. See Appendix O.

# Pitfalls

■ Failing to review this section of the RA. The Agency uses the RA to communicate important changes. Providers may miss an update that could affect their payment.



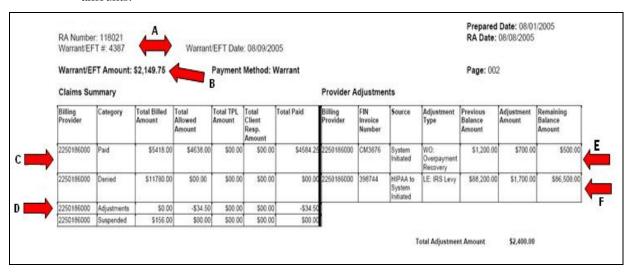
# 3. Review Summary

# Why

Providers can find out the total amount of their Electronic Funds Transfer (EFT) or warrant (check) and how the Agency determined that amount.

#### How

The summary page lists all claim payments by sections and all other payment and adjustment amounts.



Note: This example of the RA is just an approximation of a providers actual RA.

- **A.** Check number and date of payment.
- **B.** Total payment received on the check (warrant) or EFT.
- C. Total of the paid claims on this RA.
- **D.** Deduction due to a claim adjustment from the total paid amount.
- **E.** Deduction due to an audit overpayment (\$700).
- **F.** Deduction due to an IRS Lien (\$1700).

#### **Pitfalls**

■ Failing to review any payment adjustments. This could be mistaken as a under payment or an over payment by the Agency.



## 4. Review Paid Claims

### Why

The Remittance Advice shows all claims paid during the previous week.

#### How

#### Review the Paid Claims section(s)

- There may be more than one "Paid Claims" section depending upon what services were provided and have been paid. For example, if there were billings for children's Early and Periodic Screening, Diagnosis and Treatment exam (EPSDT) there would be a "Paid Claims EPSDT Claims" section that would be separate from the "Paid Claims Professional Claim" section.
- Be aware of the possibility of multiple paid claim sections to ensure that account payments for all paid claims listed on the RA get posted.

#### Professional (Physician) Paid Services

RA Number: 118021	Warrant/EFT			Warran	t/EFT Date: 11/	P	repared Date:	11/04/2011		RA Dat				
Category: Paid	Billing Provide	r: 2	250186000								Pag	ge 25		
Client Name /	TCN/		Rendering	Service	Svc Code or	Total Units		Allowed	Sales Tax	TPL	Client	Paid Amount	Remark	Adjustment
Client ID / Med Record # /	Claim Type / RX Claim # /		Provider/ RX#/	Date(s)	NDC / Mod /	or D/S	Amount	Amount		Amount	Responsible Amount		Codes	Reason Codes / NCPDP
Patient Acct #/	Inv#/		Auth office#		Rev & Class	מע					Amount			Rejection
Original TCN/	Auth#		Tana vance ii		Code									Codes
SMITH, OLIVIA 122224433WA	30113010002255000 Professional Claim	1		10/18/2011- 10/18/2011	99213 25	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	)	167 = \$148.00
123477														
	Professional Claim	2		10/18/2011- 10/18/2011	90633 SL	1.0000	\$10.00	\$5.96	\$0.00	\$0.00	\$0.00	\$5.90	5	45 = \$4.04
	•	Doc	ument Total:	10/18/2011-1	0/18/2011	2.0000	\$158.00	\$5.90	6 \$0.00	\$0.00	\$0.00	\$5.90	5	•
SMITH, OLIVIA 122224433WA	30113010003344000 Professional Claim	1		10/19/2011- 10/19/2011	99203	1.0000	\$220.00	\$90.92	\$0.00	\$0.00	\$0.00	\$90.92	2	45 = \$129.08
123477														
		Doc	ument Total:	10/19/2011-1	0/19/2011	1.0000	\$220.00	\$90.92	2 \$0.00	\$0.00	\$0.00	\$90.92	2	
SMITH, OLIVIA 122224433WA	30113010006622000 Professional Claim	1		10/19/2011- 10/19/2011	85025	1.0000	\$28.00	\$8.64	\$0.00	\$0.00	\$0.00	\$8.64	ı	45 = \$19.36
123477														
	Professional Claim	2		10/19/2011- 10/19/2011	80047 QW	1.0000	\$41.00	\$7.10	\$0.00	\$0.00	\$0.00	\$7.10	)	45 = \$33.90
		Doc	ument Total:	10/19/2011-1	0/19/2011	2.0000	\$69.00	\$15.74	4 \$0.00	\$0.00	\$0.00	\$15.74	ı	

Note: This example of the RA is just an approximation of a providers actual RA.

**EPSDT Paid Children Health Services.** 

RA Number: 118021 Category: Paid	Warrant/EFT Billing Provid		250186000	Warran	t/EFT Date: 11/	P	repared Date:	11/04/2011		RA Dat	e: 11/04/2011	Page 13		
Client Name / Client ID / Med Record # / Patient Acct # / Original TCN/	TCN / Claim Type / RX Claim # / Inv # / Auth #			Service Date(s)	NDC / Mod / Rev & Class Code	Total Units or D/S	Amount	Allowed Amount			Client Responsible Amount	Paid Amount	Remark Codes	Adjustment Reason Codes / NCPDP Rejection Codes
SMITH, OLIVIA 122224433WA 123456	30113010001155000 EPSDT Claim	1		10/19/2011- 10/19/2011	99392 25	1.0000	\$191.00	\$80.44	\$0.00	\$0.00	\$0.00	\$80.44		45 = \$110.56
	EPSDT Claim	2			90698 SL	1.0000	,	\$5.96	,			,		45 = \$4.04
	EPSDT Claim	3		10/19/2011	90716 SL	1.0000	,	,	,		,	,		45 = \$4.04
	EPSDT Claim	4		10/19/2011	90707 SL	1.0000	, , , , ,	\$5.96			,			45 = \$4.04
		Doc	ument Total:	10/19/2011-1	0/19/2011	4.0000		-	******		,			
SMITH, OLIVIA 1222224433WA	30113010002255000 EPSDT Claim	1		10/25/2011- 10/25/2011	99392 25	1.0000	\$191.00	\$80.44	\$0.00	\$0.00	\$0.00	\$80.44		45 = \$110.56
123477	1	l	1			l		1	l					
	EPSDT Claim	2			90633 SL	1.0000	\$10.00	\$5.96	\$0.00	\$0.00	\$0.00	\$5.96		45 = \$4.04
	EPSDT Claim	3			90655 SL	1.0000	\$10.00	\$5.96	\$0.00	\$0.00	\$0.00	\$5.96		45 = \$4.04
			ument Total:	10/25/2011-1	0/25/2011	3.0000	\$211.00	\$92.36	\$0.00	\$0.00	\$0.00	\$92.36	i	

Note: This example of the RA is just an approximation of a providers actual RA

**Note**: Some paid claims may also contain denied service lines. Those denied service lines will still be posted in the paid claims sections within the specific claim that was paid.

#### **Pitfalls**

■ Missing a paid claim section. This may result in an unecessary call to the Medical Assistance Customer Service Center (MACSC), or a claim re-bill that causes extra work for both provider and the Agency.



### 5. Review and Research Denied Claims

#### Why

The Remittance Advice shows all claims denied during the previous week.

#### How

Locate the Denied Claims Section on the RA

RA Number: 118421	Warrant/EFT			Warran	t/EFT Date: 11/	P	repared Date:	11/11/2011		RA Date: 11/11/2011				
Category: Denied	Billing Provide	50186000										Page 169		
Client Name /	TCN/	Line	Rendering	Service	Svc Code or	Total Units	Billed	Allowed	Sales Tax	TPL	Client	Paid Amount	Remark	Adjustment
Client ID / Med Record # /	Claim Type / RX Claim # /	#	Provider / RX#/		NDC / Mod /	or D/S	Amount	Amount		Amount	Responsible Amount		Codes	Reason Code / NCPDP
Patient Acct #/ Original TCN/	Inv#/ Auth#		Auth office#		Rev & Class Code									Rejection Codes
SMITH, C 100117766WA	301133300088801000 <b>Professional Claim</b>	1	1811989759	03/14/2011- 03/14/2011	99213	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		4 = \$148.00
1227754														
		Doc	ument Total:	03/14/2011-0	3/14/2011	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	+		
SMITH, C 100117766WA	301130600000110000 Professional Claim	1	1811989759	03/21/2011- 03/21/2011	99213	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	MA04	4 = \$148.00
1227754														
		Doc	ument Total:	03/21/2011-0	3/21/2011	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
BROWN, A 1022553388WA	30112450011773000 Professional Claim	1		11/02/2011- 11/02/2011	99213	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		24 = \$148.00
1227754														
	ument Total:	11/02/2011-1	1/02/2011	1.0000	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		24		
The Client listed above enrolled with:				MOLINA HI	EALTHCARE (	F WASHIN	GTON INC							

Note: This example of the RA is just an approximation of a providers actual RA

- Look for the HIPAA Adjustment Reason and Remark Code to determine why the claims denied. Every denied claim will have a Claim Adjustment Reason Code. Some will also have a Remittance Advice Remark Code for further information. These HIPAA codes are available at: <a href="http://www.wpc-edi.com/products/codelists/alertservice">http://www.wpc-edi.com/products/codelists/alertservice</a>.
  - If a provider is still unable to understand the denial, a customer service representative can assist at the Medical Assistance Customer Service Center (MACSC) at 1-800-562-3022.
- After reviewing the HIPAA Adjustment Reason and Remark Codes, determine the denial reason and if the claim can be corrected to be re-billed or resubmitted for reprocessing.
   Re-bill or resubmit when:
  - The entire claim is denied.
  - An individual line on a professional/dental service multiple-line claim is denied. This line can usually be re-billed as a new claim.

- The paid professional/dental claim can be adjusted to correct an error on the denied line of a multiple line claim.
- Providers have 2 years to get this claim re-billed or resubmitted, referencing the original Transaction Control Number (TCN).
- Providers have 6 months from the Medicare process date to re-bill or resubmit a crossover claim.

See <u>Key Step 6</u> of the "Submit Fee For Service Claims to Medical Assistance" section for more information on adjust/resubmit/void claims.

Note: For claim denials related to private insurance or for clarification billing Medicaid secondary to private insurance, please contact the Coordination of Benefits office at 1-800-562-3022 ext. 16134.

Note: There may be more than one "Denied Claims" section depending upon what services were provided and that have been denied. For example, if the billing was for children's EPSDT screening exam there would be a "Denied Claims – EPSDT Claim" section that would be separate from the "Denied Claims – Professional Claim" section. Be aware of that possibility to ensure that all denied claims are accounted for on the RA.

#### **Pitfalls**

- Missing a denied claim section on the RA. Providers may:
  - Overlook a claim or line that needs to be re-billed or resubmitted and delay payment.
  - Overlook re-billing or resubmitting a claim or line until it is past the timely billing period.
  - Overlook re-billing or resubmitting a claim until it is past the primary payer's timely billing period.



# 6. Review Adjusted Claims

# Why

This section of the RA lists claims that have been adjusted or modified from the original billing. Providers may have sent in an adjustment request to correct a paid claim or the Agency has done an adjustment for various reasons. Adjusted claims may affect the amount of the payment for services. Medical Assistance does not process "corrected claims" as such but uses the adjustment process to a paid claim to modify or correct an original claim error.

#### How

Page through the RA until the section category labeled "adjustments" is found.

RA Number: 1227638	Warrant/EFT			Warran	P	repared Date:	11/11/2011		RA Date: 11/11/2011					
Category: Adjustments	Billing Provide	er: 22	250186000								ge 194			
Client Name / Client ID / Med Record # / Patient Acct # / Original TCN/	TCN / Claim Type / RX Claim # / Inv # / Auth #	#	Rendering Provider / RX#/ Auth office#		Svc Code or NDC / Mod / Rev & Class Code	Total Units or D/S	Amount	Amount	Sales Tax	TPL Amount	Client Responsible Amount	Paid Amount	Remark Codes	Adjustment Reason Codes / NCPDP Rejection Codes
SMITH, C 100117766WA 1227754	401130010009994000 Professional Claim	1		10/11/2011- 10/11/2011	99212 2425	1.0000	-\$87.00	-\$22.93	\$0.00	\$0.00	\$0.00	-\$22.93	1	119 = -\$64.07
301133300088801000		ı			1			l						
	40113001000999400 Professional Claim	) 2		10/11/2011- 10/11/2011	10160 76	1.0000	-\$261.00	-\$74.28	\$0.00	\$0.00	\$0.00	-\$74.28		119 = -\$186.72
	401130010009994000 Professional Claim	3		10/10/2011- 10/10/2011	99213 25	1.0000	-\$148.00	-\$37.84	\$0.00	\$0.00	\$0.00	-\$37.84		119 = -\$110.10
	401130010009994000 Professional Claim	4		10/10/2011- 10/10/2011	10160	1.0000	-\$261.00	-\$74.28	\$0.00	\$0.00	\$0.00	-\$74.28		119 = -\$186.77
	•	Doc	ument Total:	10/10/2011-1	0/11/2011	4.0000	-\$757.00	-\$209.33	\$0.00	\$0.00	\$0.00	-\$209.33		Credit
SMITH, C 100117766WA	301130600000110000 Professional Claim	1		10/11/2011- 10/11/2011	99212 2425	1.0000	\$87.00	\$22.93	\$0.00	\$0.00	\$0.00	\$22.93		45 = \$04.07
1227754 301133300088801000														
	301130600000110000 Professional Claim	L			10160 76	1.0000	\$261.00	\$74.28	\$0.00	*****	\$0.00			45 = \$186.72
	3011306000000110000 Professional Claim	3		10/10/2011- 10/10/2011	10160	1.0000	\$261.00	\$74.28	,	****	\$0.00		1.	45 = \$186.72
		Dog	ument Total:	10/10/2011-1	0/11/2011	3,0000	\$609.00	\$171.49	\$0.00	\$0.00	\$0.00	\$171.49		Debit

Note: This example of the RA is just an approximation of a providers actual RA.

- Adjustments to modify or correct claim billing errors utilize these basic accounting principles and will have two transactions displayed on the RA.
  - The Credit transaction is a copy of the original claim with dollar amounts listed as a negative.
  - The **Debit** transaction is a repayment that displays the modification or corrections made to the original claim and the associated repayment dollar amounts.
  - ProviderOne will then subtract the original payment amount from the adjusted claim payment amount and include this difference in the current payment amount.

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Every effort has been made to ensure this guide's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and an Agency rule, the Agency rule controls.

**Note:** Remember the adjustment to the original claim may actually reduce the adjusted claim payment resulting in a subtraction in the current payment amount.

Note: If providers "owe" the Agency more money from adjustments to claims than they earned from other paid claims on the current RA, they may be in a "credit balance" situation. The Agency will wait until providers have been paid enough through subsequent billings to satisfy the "credit balance" situation before making an actual payment. An RA will be made available weekly in any case.

### **Pitfalls**

■ Not reviewing the adjustment section. There may be paid and denied claims in this section.



# 7. Review In-Process Claims

### Why

This section of the RA displays claims that are currently in process. These claims are in the payment system but usually pending review by a claim processing staff and will show up on a future RA as a paid or denied claim.

#### How

Review the section under the "In Process" claims category.

RA Number: 2227638	Warrant/EFT	#:		Warrant/EFT Date: 10/27/2011			P	repared Date:	10/28/2011		RA Date: 10/28/2011			
Category: In Process	Billing Provide	er: 22	80186000										Pag	e 39
Cuent Name /	TCN/	Line	Rendering	Service	Svc Code or	Total Units	Billed	Allowed	Sales Tax	TPL	Client	Paid Amount	Remark	Adjustment
Client ID /	Claim Type /	#	Provider /	Date(s)	NDC /	or	Amount	Amount		Amount	Responsible		Codes	Reason Codes
Med Record #/	RX Claim #/	l	RX#/		Mod /	D/S					Amount			/ NCPDP
Patient Acct #/	Inv#/	l	Auth office#		Rev & Class									Rejection
Original TCN/	Auth #				Code									Codes
SMITH, C	201133300088010000	1			D0140	1.0000	\$85.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
100117766WA				07/01/2011										
1227754														
	201133300088010000	2		07/01/2011-	D1203	1.0000	\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				07/01/2011										
	201133300088010000	3			D2930	1.0000	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				07/01/2011										
	201133300088010000	4		07/01/2011-	D2930	1.0000	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				07/01/2011										
	201133300088010000	5		07/01/2011-	D2930	1.0000	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				07/01/2011										
	201133300088010000	6			D2930	1.0000	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		L		07/01/2011										
	201133300088010000	7			D3220	1.0000	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				07/01/2011										
		Doc	ument Total:	07/01/2011-0	7/01/2/011	7.0000	\$1473.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Note: This example of the RA is just an approximation of a providers actual RA.

### **Pitfalls**

■ Rebilling claims because you do not see them in the other sections of the RA. Make sure to review the claims in process section.



## 8. Review the EOB Codes

#### Why

There could be many reasons a claim could be denied or additional information could be added to a processed claim. Providers can find these HIPAA Adjustment Reason Codes and Remark Codes on the last page of their Remittance Advice.

#### How

Download the PDF file of the Remittance Advice, locate the claim denial code and then scroll down to the last page of the RA to find the code and code definition.

- 119 : Benefit maximum for this time period or occurrence has been reached.
  125 : Submission billing error(s). At least one Remark Code must be provided (may be comprised of either the NCPDP Reject Reason Code, or Remittance Advice Remark Code that is not an ALERT.)
  126 : Claimisevrice lacks information which is needed for adjudication. At least one Remark Code must be provided (may be comprised of either the NCPDP Reject Reason Code, or Remittance Advice Remark Code that is not an
- 204 : This service/equipment/drug is not covered under the patient's current benefit plan

- 204 : This service/equipment/drug is not covered under the patient's current benefit plan
  22 : This care may be covered by another payer per coordination of benefits.
  24 : Charges are covered under a capitation agreement/managed care plan.
  26 : Expenses incurred prior to coverage.
  4 : The procedure code is inconsistent with the modifier used or a required modifier is missing. Note: Refer to the 835 Healthcare Policy Identification Segment (loop 2110 Service Payment Information REF), if present.
  45 : Charge exceeds fee schedule/maximum allowable or contracted/legislated fee arrangement. (Use Group Codes PR or CO depending upon liability).
  96 : Non-covered charge(s), at least one Remark Code must be provided (may be comprised of either the NCPDP Reject Reason Code, or Remittance Advice Remark Code that is not an ALERT.) Note: Refer to the 835 Healthcare Policy Identification Segment (loop 2110 Service Payment Information REF), if present.
  A1 : Claim Service denied. At least one Remark Code must be provided (may be comprised of either the NCPDP Reject Reason Code, or Remittance Advice Remark Code that is not an ALERT.)

- Missing/incomplete/invalid internal or document control number
- MA04: Secondary payment cannot be considered without the identity of or payment information from the primary payer. The information was either not reported or was illegible. N152: Missing/incomplete/invalid replacement claim information.
- N132 : Missing/incomplete/invalid paties to birth date.
  N345 : Date range not valid with units submitted.
  N345 : Date range not valid with units submitted.
  N362 : The number of Days or Units of Service exceeds our acceptable maxir.
- N428 : Not covered when performed in this place of service.

The complete list of the Federal Adjustment Reason Codes and Remark Codes (as well as the Taxonomy Codes) codes can be located on web page <a href="http://www.wpc-edi.com/reference/">http://www.wpc-edi.com/reference/</a>.

#### **Pitfalls**

- Not downloading the RA to find the denial codes.
- Not reviewing the Adjustment Reason Code and the Remark Code if both are on the denied claim.